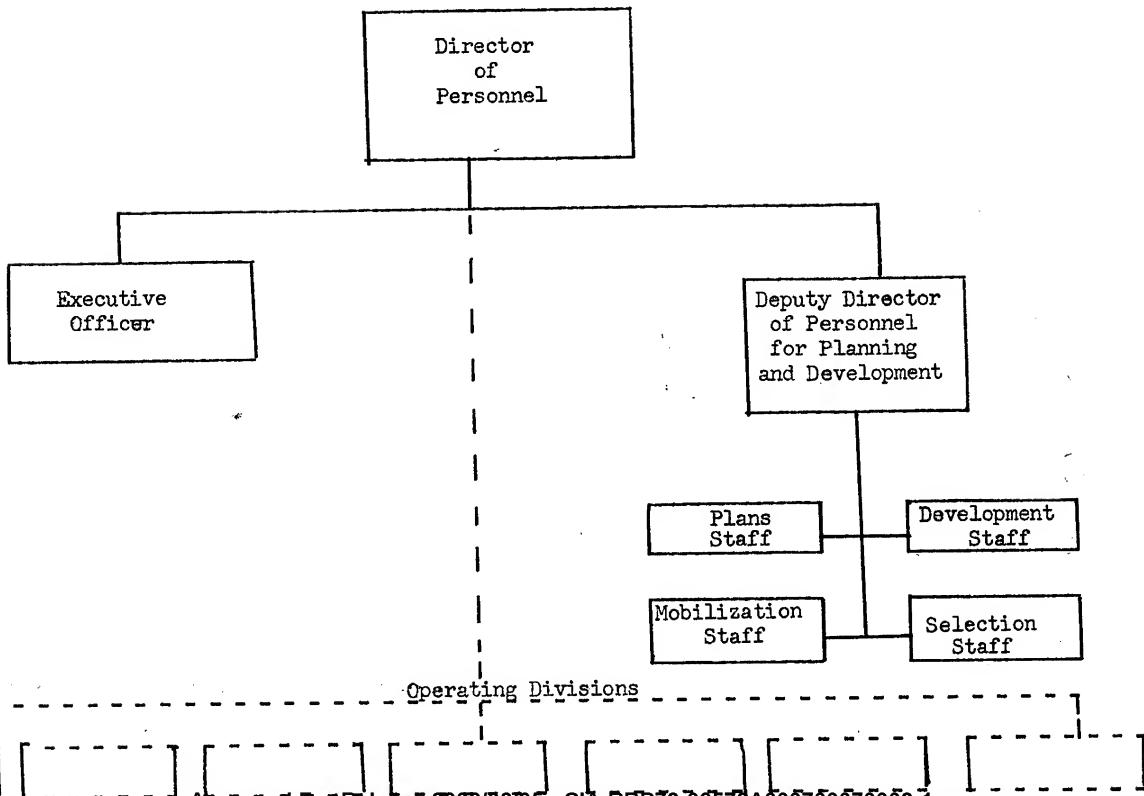


CONFIDENTIAL

ORGANIZATION CHART

Directive and Staff Elements

Office of Personnel



Tab B

Functions

Director of Personnel

Executive Officer

Staff Elements

Office of Personnel

Director of Personnel:

Mission: The Director of Personnel is responsible for the direction of a central personnel group engaged in support of Agency operations, programs, and activities.

Functions: The Director of Personnel shall:

1. Formulate and recommend policies, regulations, practices, procedures, and standards which shall govern personnel administration throughout the Agency.
2. Advise and assist operating officials on matters of personnel administration.
3. Review and evaluate personnel administration for compliance with approved policies, regulations, practices, procedures and standards, and for the adequacy of such programs, and make recommendations for appropriate corrective measures.
4. Conduct research in the general field of personnel management, including personnel mobilization and long-range planning, to the extent necessary to the performance of the mission of the Agency.
5. Provide a channel between the CIA Career Council and the Heads of the several Career Services for the interchange of information, guidance, problems and interpretations; review and evaluate the performance of individual Career Services to determine uniformity of performance and compliance with the intents and purposes of the Council and make recommendations to the Council where corrective action is indicated.
6. Administer the Agency Junior and Senior Career Development Programs.

CONFIDENTIAL

Approved For Release 2002/02/05 : CIA-RDP78A00070008-1

7. Provide secretariat services and administrative support to the CIA Career Council, the CIA Selection Board, and the Honor Awards Board, including the performance of clerical activities incident to the selection and processing of candidates for the career service.
8. Procure new personnel through a system of nationwide recruitment, including initial testing and evaluation.
9. Screen applicants for employment or transfer to assure compliance with Agency standards; introduce new personnel into the Agency working force, including assistance in subsequent reassessments and support in the career development of Agency personnel; authenticate official personnel action documents; perform an employee counseling service, including exit interviews; and operate a system for holding personnel for eventual assignment to operating components.
10. Provide position evaluation, wage administration, and comprehensive position standards.
11. Maintain liaison with the Department of Defense, obtain the assignment of necessary military personnel, provide administrative support to such persons while on detail to the Agency, and monitor the reserve activities and training of Agency civilians holding reserve appointments in the armed services.
12. Prepare individual contracts in those instances where personal services are to be obtained through a contractual relationship, including the establishing of special monetary allowances and differentials for overseas personnel as required.
13. Operate a comprehensive program of life, health and certain incidental insurance coverages for Agency personnel; process claims resulting therefrom; and furnish supervision and guidance to the operations of the Agency Federal Credit Union system.
14. Operate a central processing service, in cooperation with other Agency support components, to assist personnel performing official travel.
15. Maintain the official Agency personnel files and the records of official personnel action documents.
16. Accumulate and compile official personnel statistics.
17. Provide personnel service to the National Security Council.
18. Furnish miscellaneous employee services as required.

SECRET

Approved For Release 2002/02/05 : CIA-RDP78A00070008-1

CONFIDENTIAL

The Executive Officer:

The Executive Officer, under the general direction of the Director of Personnel, shall:

1. Provide direct supervision and support to the administrative operations of the Office of the Director of Personnel and general supervision and guidance to all administrative activities and processes within the Office of Personnel.
2. Provide, in cooperation with the Agency components having primary responsibility, administrative service to the Office of Personnel in the fields of personnel, budget and fiscal, supply and transportation, space and equipment allocation and maintenance, lines of communication, etc.
3. Maintain adequate controls to assure the expeditious flow of correspondence and other documentation through the Office of Personnel.
4. Administer organized internal training programs and conduct liaison with the Office of Training.
5. Provide for Office of Personnel compliance with such Agency programs as Security, Safety, Records Management, Forms Control, Disaster Plans, etc.
6. Conduct liaison for the Office of Personnel with the Civil Service Commission in matter pertaining to the retirement deductions and refunds for certain Agent personnel.
7. Conduct necessary liaison and coordination with other Agency components in connection with the administrative activities of the Office of Personnel.

Deputy Director of Personnel for Planning and Development:

The Deputy Director of Personnel for Planning and Development, in an advisory capacity to, and under the general direction of, the Director of Personnel, shall:

1. Assist in the formulation, development and coordination of policies, regulations, practices and standards to govern personnel management throughout the Agency.
2. Develop plans and recommendations to meet the Agency long-range manpower requirements, to establish the personnel reserve program, and for the mobilization of manpower in the event of a national emergency; and conduct liaison with ODM and the Department of Defense on personnel mobilization matters.

CONFIDENTIAL

Approved For Release 2002/02/05 : CIA-RDP78-03578A000700070008-1

3. Review and evaluate Agency personnel management practices for compliance with regulations and recommend appropriate action where indicated.
4. Analyze the personnel management implications in policies, plans, proposals, legislation and projects initiated within or without the Office of Personnel and make appropriate recommendations concerning the action which may be taken by the Director of Personnel.
5. Conduct research in the general field of personnel management to the extent necessary to the performance of the mission of the Director of Personnel.
6. Provide a channel between the CIA Career Council and the Heads of the several Career Services for the inter-change of information, guidance, problems and interpretations; monitor and evaluate the performance of the individual Career Services to determine uniformity of performance and compliance with the intents and purposes of the Council; and make appropriate recommendations where indicated.
7. Administer the Agency Junior and Senior Career Development Programs.
8. Implement Agency regulations for acquiring and retaining membership in the Career Staff and recommend criteria for the evaluation of the abilities, capabilities and deficiencies of personnel in order to determine their suitability for selection into the Career Staff.
9. Provide secretariat service and administrative support to the CIA Career Council, the CIA Selection Board and the Honor Awards Board as required of the Director of Personnel in his relation to these bodies.

Plans Staff:

The Chief, Plans Staff, under the general direction of the Deputy Director of Personnel for Planning and Development, shall:

1. Assist in the formulation, development and coordination of policies, regulations, practices and standards to govern personnel management throughout the Agency.
2. Review and evaluate Agency personnel management practices for compliance with regulations and recommend appropriate action where indicated.
3. Analyze the personnel management implications in policies, plans, proposals, legislation and projects initiated within or without the Office of Personnel and make appropriate recommendations concerning the action which may be taken by the Director of Personnel.

CONFIDENTIAL

Approved For Release 2002/02/05 : CIA-RDP78A0070008-1

4. Conduct research in the general field of personnel management to the extent necessary to the performance of the mission of the Director of Personnel.

Mobilization Staff:

The Chief, Mobilization Staff, under the general direction of the Deputy Director of Personnel for Planning and Development, shall:

1. Develop plans and recommendations concerning Agency policies and procedures on manpower requirements in support of the Agency's long-range mission.
2. Develop plans and recommendations for the Agency's mobilization of personnel in time of national emergency.
3. Provide policy guidance and advice to operating officials on personnel resources in connection with mobilization.
4. Develop a CIA Personnel Reserve Program.
5. Conduct liaison with ODM and the Department of Defense on personnel mobilization matters.

Selection Staff:

The Chief, Selection Staff, under the general direction of the Deputy Director of Personnel for Planning and Development, shall:

1. Implement Agency regulations for acquiring and retaining membership in the Career Staff.
2. Develop and recommend criteria for the evaluation of the abilities, capabilities and deficiencies of personnel in order to determine their suitability for selection into the Career Staff.
3. Provide administrative support to the CIA Selection Board as required by the Chairman and the Executive Director in the discharge of their responsibilities concerning the creation and administration of the Career Staff.

Development Staff:

The Chief, Development Staff, under the general direction of the Deputy Director of Personnel for Planning and Development, shall:

1. Administer the Junior and Senior Career Development Programs.

CONFIDENTIAL

Approved For Release 2002/02/05 : CIA-RDP78A0070008-1

~~CONFIDENTIAL~~

2. Monitor the career planning function in the Agency and provide guidance to, and serve as a focal point for the interchange of information among, Career Boards and Panels and Career Management Officers in regard to the principles and techniques of career development.
3. Monitor and evaluate the performance of the individual Career Services to determine uniformity of performance and compliance with the intent and purpose of the CIA Career Council.

Next 1 Page(s) In Document Exempt